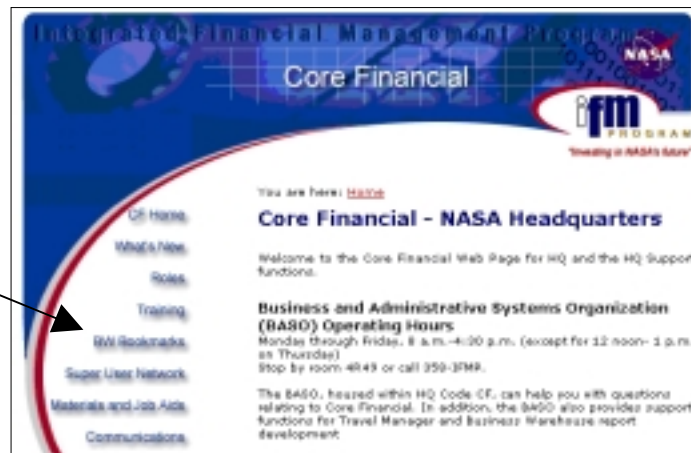


## LOCATE YOUR BOOKMARK WEB PAGE

### 1. Headquarters Home Page



### 2. Core Financial Module



### 3. BW Bookmarks



### 4. Customized Bookmarks

## REVIEW OVERALL BUDGET STATUS

### Sample Report

Funds Center	Cost center	Budget	Commitment	Disbursement	Available Budget
10-RAA00TRAVEL     <b>Divisions</b> → → →	NASA/10AAA00		\$ 1,170.85	\$ 0.00	\$ -1,170.85
	NASA/10FTA00		\$ 1,607.07	\$ 1,607.07	\$ -1,607.07
	NASA/10NAA00		\$ 0.00	\$ 0.00	\$ 0.00
	NASA/10NAA01		\$ 2,627.68	\$ 2,627.68	\$ -2,627.68
	NASA/10RAA00		\$ 6,863.76	\$ 1,191.36	\$ -6,863.76
	NASA/10RAA01		\$ 59,691.73	\$ 37,323.02	\$ -59,691.73
	NASA/10RAX00		\$ 2,028.17	\$ 1,173.58	\$ -2,028.17
	NASA/10RBA00		\$ 6,023.65	\$ 5,478.13	\$ -6,023.65
	NASA/10RCA00		\$ 17,542.85	\$ 11,357.85	\$ -17,542.85
	NASA/10RGA00		\$ 30,084.91	\$ 21,160.14	\$ -30,084.91
	NASA/10RPA00		\$ 89,678.41	\$ 36,704.60	\$ -89,678.41
	NASA/10RSA00		\$ 12,742.26	\$ 10,901.62	\$ -12,742.26
	NASA/10RXA00		\$ 1,129.61	\$ 1,129.61	\$ -1,129.61
	NASA/10RZA00		\$ 547.29	\$ 547.29	\$ -547.29
	NASA/10UAA00		\$ 411.26	\$ 0.00	\$ -411.26
	###	\$ 320,000.00			\$ 320,000.00
	<b>Result</b>	<b>\$ 320,000.00</b>	<b>\$ 232,149.50</b>	<b>\$ 131,201.95</b>	<b>\$ 87,850.50</b>
<b>Overall Result</b>		<b>\$ 320,000.00</b>	<b>\$ 232,149.50</b>	<b>\$ 131,201.95</b>	<b>\$ 87,850.50</b>

→ Budget -minus- Commitment =equals= Available Budget

**Notes:**

## REVIEW TRAVEL DETAILS

### Sample Report

Cost center	Traveler Name	Travel Authorization	Travel Date	Location	Tip Purpose	Commitments	Disbursements
10AAA00	MURRAY S. HIRSCHREIN	10-R0330467	09/27/2003	BREMEN,FRG	MEETING	\$ 407.35	\$ 0.00
		10-R0400016	10/15/2003	LOS ANGELES,CA	MEETING	\$ 763.50	\$ 0.00
	<b>Result</b>					<b>\$ 1,170.85</b>	<b>\$ 0.00</b>
10FTA00	COBLEIGH BRENT R.	10-R0330527	10/05/2003	SHEPHERDSTOWN,WV	MEETING	\$ 334.95	\$ 334.95
		10-R0400044	10/14/2003	HAMP TON,VA	MEETING	\$ 398.37	\$ 398.37
		10-R0400074	11/11/2003	ORLANDO,FL	MEETING	\$ 875.75	\$ 875.75
	<b>Result</b>					<b>\$ 1,607.07</b>	<b>\$ 1,607.07</b>
10NAA00	ANDERSON WILLIAM E	10-R0400128	12/05/2003	RENO,NV	PRESENTATION	\$ 0.00	\$ 0.00
		10-R0400142	12/11/2003	HILL DEVIL,NC	OTHER (see below)	\$ 0.00	\$ 0.00
	<b>Result</b>					<b>\$ 0.00</b>	<b>\$ 0.00</b>
10NAA01	ANDERSON WILLIAM E	10-M0400004	10/09/2003	HILL DEVIL,NC	MEETING	\$ 140.12	\$ 140.12
		10-R0400060	11/07/2003	ST. PAUL,MN	CONFERENCE ATTENDANC	\$ 1,455.81	\$ 1,455.81
		10-R0400142	12/11/2003	HILL DEVIL,NC	OTHER (see below)	\$ 1,001.75	\$ 1,001.75
	<b>Result</b>					<b>\$ 2,627.68</b>	<b>\$ 2,627.68</b>
10RAA00	ANDERSON ROBERT E	10-R0400210	01/21/2004	*JPL, NASA-PASADENA,CA	MEETING	\$ 1,047.70	\$ 0.00
	HEMN JAY M	10-R0400183	01/13/2004	SAN FRANCISCO,CA	MEETING	\$ 1,567.70	\$ 0.00
	JEAN BIANCO	10-R0400147	12/08/2003	DAYTON,OH	OTHER (see below)	\$ 55.25	\$ 0.00
		10-R0400158	12/17/2003	*KITTY HAWK,NC	OTHER (see below)	\$ 52.25	\$ 0.00
		10-R0400178	01/05/2004	RENO,NV	CONFERENCE ATTENDANC	\$ 1,122.50	\$ 0.00
		10-R0400188	01/12/2004	*NASA AMES RESEARCH CENTER,CA	MEETING	\$ 0.00	\$ 0.00
	MOORE CHRISTOPHER L	10CP04T-004	#	#	Not assigned	\$ 100.00	\$ 0.00
	NORWOOD ROBERT L	10-R0400177	01/07/2004	*PASADENA,CA	MEETING	\$ 1,207.50	\$ 0.00
	PAIGE CLIVE	10-R0400028	10/14/2003	*KENNEDY SPACE CENTER,FL	MEETING	\$ 1,191.38	\$ 1,191.38
	ROGACKI JOHN R	10-R0400204	01/12/2004	*NASA MARSHALL SPACE FLIGHT CENTER,AL	MEETING	\$ 39.25	\$ 0.00



### FILTER FOR A SINGLE VALUE

To narrow down the report for a certain value, click on the value to bring up the Enhanced Menu and select **Fix Filter Value to Axis**.



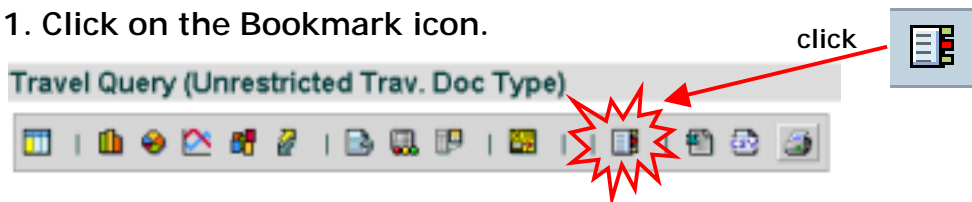
### Demo and Review:

**Fix Filter Value to Axis for:**  
Cost Center, Nations Bank,  
Traveler Name

**Remove Sub Totals**  
Click on "Result"  
Enhanced Menu | Properties  
Suppress Results Rows = Always

## SAVE A REPORT

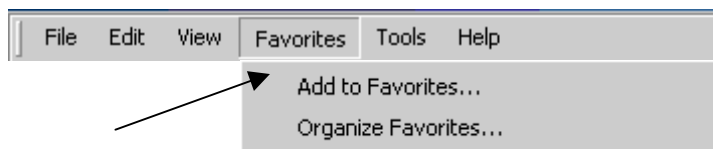
1. Click on the Bookmark icon.



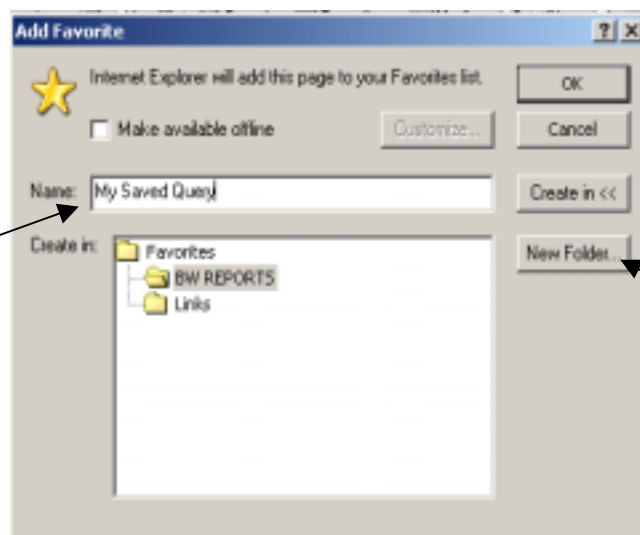
2. A Bookmark ID will be created in the URL.

[https://bwprod01.ifmp.nasa.gov/SAP/BW/BEx?SAP-LANGUAGE=E&BOOKMARK\\_ID=3R6A5WU5T4V0P1UGUB3PQZFE2](https://bwprod01.ifmp.nasa.gov/SAP/BW/BEx?SAP-LANGUAGE=E&BOOKMARK_ID=3R6A5WU5T4V0P1UGUB3PQZFE2)

3. Add the page to your Favorites in Internet Explorer.



**Name Your Favorite**



**SUGGESTION:**  
Create a New Folder  
for your BW Reports.



# TRAVEL BOOKMARKS

<http://corefinancial.hq.nasa.gov/bw>



## REVIEW EXPORT FORMATS

### Excel Output

Cost center	Traveler Name	Travel Authorization	Travel Date	Location	Trip Purpose	Commitments	Disbursements
10AAA00	MURRAY S. HIRSCHRE	10-R0330457	09/27/2003	BREMEN,FRG	MEETING	\$ 487.35	\$ 0.00
		10-R0400006	10/15/2003	LOS ANGELES,CA	MEETING	\$ 763.50	\$ 0.00
	Result	Result	Result	Result	Result	\$ 1,170.85	\$ 0.00
10FTA00	COBLEIGH BRENT R.	10-R0330527	10/05/2003	SHEPHERDSTOWN,WV	MEETING	\$ 334.95	\$ 334.95
		10-R0400044	10/14/2003	HAMPTON,VA	MEETING	\$ 396.37	\$ 396.37
		10-R0400074	11/11/2003	ORLANDO,FL	MEETING	\$ 875.75	\$ 875.75
	Result	Result	Result	Result	Result	\$ 1,607.07	\$ 1,607.07
10NAA00	ANDERSON WILLIAM E	10-R0400138	12/05/2003	*RENO,NV	PRESENTATION	\$ 0.00	\$ 0.00
		10-R0400142	12/11/2003	KILL DEVIL,NC	OTHER (see below)	\$ 0.00	\$ 0.00
	Result	Result	Result	Result	Result	\$ 0.00	\$ 0.00
10NAA01	ANDERSON WILLIAM E	10-R0400004	10/09/2003	KILL DEVIL,NC	MEETING	\$ 140.12	\$ 140.12
		10-R0400090	11/07/2003	ST. PAUL,MN	CONFERENCE ATTE	\$ 1,455.81	\$ 1,455.81
		10-R0400142	12/11/2003	KILL DEVIL,NC	OTHER (see below)	\$ 1,031.75	\$ 1,031.75
	Result	Result	Result	Result	Result	\$ 2,627.68	\$ 2,627.68
10RAA00	ANDERSON ROBERT E	10-R0400210	01/21/2004	*JPL-NASA-	MEETING	\$ 1,047.70	\$ 0.00
	HENN JAY M	10-R0400183	01/13/2004	SAN FRANCISCO,CA	MEETING	\$ 1,957.70	\$ 0.00
	JEAN BIANCO	10-R0400147	12/08/2003	DAYTON,OH	OTHER (see below)	\$ 56.25	\$ 0.00
		10-R0400158	12/17/2003	*KITTY HAWK,NC	OTHER (see below)	\$ 52.25	\$ 0.00
		10-R0400176	01/03/2004	*RENO,NV	CONFERENCE ATTE	\$ 1,122.50	\$ 0.00
		10-R0400188	01/13/2004	*NASA AMES RESEARC H CENTER,CA	MEETING	\$ 0.00	\$ 0.00
	MOORE CHRISTOPHE	10CP04T-004	#	#	Not assigned	\$ 0.00	\$ 0.00
	NORWOOD ROBERT L	10-R0400177	01/07/2004	*PASADENA,CA	MEETING	\$ 1,207.50	\$ 0.00
	PAIGE CLIVE	10-R0400028	10/14/2003	*KENNEDY SPACE CEN	MEETING	\$ 1,191.36	\$ 1,191.36
	ROGACKI JOHN R	10-R0400204	01/12/2004	*NASA MARSHALL SPA CE FLIGHT CENTRAL	MEETING	\$ 39.25	\$ 0.00

### CSV Output

Cost center	Traveler Name	Travel Authorization	Travel Date	Location	Trip Purpose	Commitments	Disbursements
10AAA00	MURRAY S. HIRSCHBEIN	10-R0330457	9/27/2003	BREMEN,FRG	MEETING	\$487.35	\$0.00
10AAA00	MURRAY S. HIRSCHBEIN	10-R0400016	10/15/2003	LOS ANGELES,CA	MEETING	\$763.50	\$0.00
10AAA00	Result	Result	Result	Result	Result	\$1,170.85	\$0.00
10FTA00	COBLEIGH BRENT R.	10-R0330527	10/05/2003	SHEPHERDSTOWN,WV	MEETING	\$334.95	\$334.95
10FTA00	COBLEIGH BRENT R.	10-R0400044	10/14/2003	HAMPTON,VA	MEETING	\$396.37	\$396.37
10FTA00	COBLEIGH BRENT R.	10-R0400074	11/11/2003	ORLANDO,FL	MEETING	\$875.75	\$875.75
10FTA00	Result	Result	Result	Result	Result	\$1,607.07	\$1,607.07
10NAA00	ANDERSON WILLIAM E	10-R0400138	12/05/2003	*RENO,NV	PRESENTATION	\$0.00	\$0.00
10NAA00	ANDERSON WILLIAM E	10-R0400142	12/11/2003	KILL DEVIL,NC	OTHER (see below)	\$0.00	\$0.00
10NAA00	Result	Result	Result	Result	Result	\$0.00	\$0.00
10NAA01	ANDERSON WILLIAM E	10-R0400004	10/09/2003	KILL DEVIL,NC	MEETING	\$140.12	\$140.12
10NAA01	ANDERSON WILLIAM E	10-R0400090	11/07/2003	ST. PAUL,MN	CONFERENCE ATTENDANC	\$1,455.81	\$1,455.81
10NAA01	ANDERSON WILLIAM E	10-R0400142	12/11/2003	KILL DEVIL,NC	OTHER (see below)	\$1,031.75	\$1,031.75
10NAA01	Result	Result	Result	Result	Result	\$2,627.68	\$2,627.68
10RAA00	ANDERSON ROBERT E	10-R0400210	1/21/2004	*JPL-NASA-PASADENA,CA	MEETING	\$1,047.70	\$0.00
10RAA00	HENN JAY M	10-R0400183	1/13/2004	SAN FRANCISCO,CA	MEETING	\$1,957.70	\$0.00
10RAA00	JEAN BIANCO	10-R0400147	12/08/2003	DAYTON,OH	OTHER (see below)	\$56.25	\$0.00
10RAA00	JEAN BIANCO	10-R0400158	12/17/2003	*KITTY HAWK,NC	OTHER (see below)	\$52.25	\$0.00
10RAA00	JEAN BIANCO	10-R0400176	1/03/2004	*RENO,NV	CONFERENCE ATTENDANC	\$1,122.50	\$0.00
10RAA00	JEAN BIANCO	10-R0400188	1/13/2004	*NASA AMES RESEARCH CENTER	MEETING	\$0.00	\$0.00
10RAA00	MOORE CHRISTOPHER L	10CP04T-004	#	#	Not assigned	\$100.00	\$0.00
10RAA00	NORWOOD ROBERT L	10-R0400177	1/7/2004	*PASADENA,CA	MEETING	\$1,207.50	\$0.00
10RAA00	PAIGE CLIVE	10-R0400028	10/14/2003	*KENNEDY SPACE CENTER,FL	MEETING	\$1,191.36	\$1,191.36
10RAA00	ROGACKI JOHN R	10-R0400204	11/12/2004	*NASA MARSHALL SPACE FLIGHT CENTER	MEETING	\$39.25	\$0.00
10RAA00	VERRIES MARIA K.	10-R0400104	11/13/2003	*NASA STENNIS SPACE CENTER	MEETING	\$89.25	\$0.00
10RAA00	Result	Result	Result	Result	Result	\$6,863.76	\$1,191.36

## EXPORT DATA

### Export Directly to Excel

1. From the Toolbar, click the Export to Excel Icon

Travel Query (Unrestricted Trav. Doc Type)



click

2. **Save file as an Excel file** and use the browser's **BACK** button to return to BW.

### Export to Excel via CSV

1. From the Toolbar, click the Export to CSV Icon

Travel Query (Unrestricted Trav. Doc Type)



click

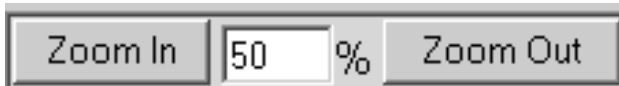
2. Text will appear in an Excel sheet.
3. Highlight Column A
4. From the menu, select **Data | Text to Columns**
5. Original Data Type = Delimited - Click **NEXT**
6. Delimiters = Semicolon - Click **NEXT**
7. Click **Finished**
8. **Save File as Excel** and use the browser's **BACK** button to return to BW.

**TIP:** Within Excel, use **Data | Auto Filter** to narrow down data in a spreadsheet.



## REVIEW PRINTING TIPS

### ➔ ZOOM OUT TO FIT DATA ON THE PAGE



### ➔ DISPLAY GRIDLINES WHEN PRINTING FROM THE BROWSER

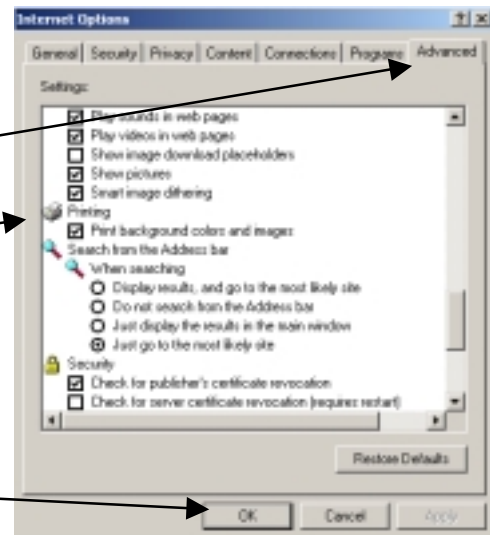
Take the following steps to include gridlines and shading when printing reports in the browser:

1. From the menu, select **Tools | Internet Options**

2. Click on the **Advanced** Tab

3. Scroll down to **Printing** and check the option to **Print background colors and images**

4. Click **OK** to save the setting.



### BEFORE SETTING CHANGE

Travel Query (Restricted by Travel Document Types)

Page 1 of 1

Zoom In 50 % Zoom Out

Travel Query (Restricted by Travel Document Types)

Navigation block:

Variable Values

Traveler Name	Travel Authorization	Funds Center	Card center	Commitments	Obligations	Cost
BATTAGLIA MICHAEL F	10-R0300186	10-AAACOTRAVEL	10RC400	\$-151.50	\$-151.50	\$814.47
	10-R0300280	10-BAACOTRAVEL	10RC400	\$-403.92	\$-403.92	\$-403.92
Result				\$252.39	\$252.39	\$1,348.39
CURTO PAULA	10-R0300246	10-BAACOTRAVEL	10RC400	\$312.00	\$312.00	\$312.00
Result				\$312.00	\$312.00	\$312.00
HUSSEY WALTER D	10-R0300136	10-AAACOTRAVEL	10RC400	\$0.00	\$0.00	\$0.00
	10-R0300170	10-AAACOTRAVEL	10RC400	\$-322.31	\$-322.31	\$1,090.40
	10-R0300242	10-BAACOTRAVEL	10RC400	\$822.70	\$822.70	\$822.70
	10-R0300244	10-BAACOTRAVEL	10RC400	\$351.00	\$351.00	\$0.00
	10-R0300248	10-BAACOTRAVEL	10RC400	\$527.00	\$527.00	\$0.00
Result				\$1,376.49	\$1,376.49	\$1,883.19
NORWOOD ROBERT L	10-R0300252	10-AAACOTRAVEL	10RC400	\$14.15	\$14.15	\$712.15
	10-R0300286	10-BAACOTRAVEL	10RC400	\$0.00	\$0.00	\$0.00
	10-R0300284	10-BAACOTRAVEL	10RC400	\$599.00	\$599.00	\$599.00
	10-R0300382	10-BAACOTRAVEL	10RC400	\$347.48	\$347.48	\$347.48
	10-R0300348	10-AAACOTRAVEL	10RC400	\$755.00	\$755.00	\$0.00
057990	10-TRAVEL			\$146.20	\$146.20	\$0.00
Result				\$1,885.95	\$1,885.95	\$1,648.45


### AFTER SETTING CHANGE

Travel Query (Restricted by Travel Document Types)

Page 1 of 1

Zoom In 50 % Zoom Out

Travel Query (Restricted by Travel Document Types)



Navigation block:

Variable Values

Traveler Name	Travel Authorization	Funds Center	Card center	Commitments	Obligations	Cost
BATTAGLIA MICHAEL F	10-R0300186	10-AAACOTRAVEL	10RC400	\$-151.50	\$-151.50	\$814.47
	10-R0300280	10-BAACOTRAVEL	10RC400	\$-403.92	\$-403.92	\$-403.92
Result				\$252.39	\$252.39	\$1,348.39
CURTO PAULA	10-R0300246	10-BAACOTRAVEL	10RC400	\$312.00	\$312.00	\$312.00
Result				\$312.00	\$312.00	\$312.00
HUSSEY WALTER D	10-R0300136	10-AAACOTRAVEL	10RC400	\$0.00	\$0.00	\$0.00
	10-R0300170	10-AAACOTRAVEL	10RC400	\$-322.31	\$-322.31	\$1,095.40
	10-R0300242	10-BAACOTRAVEL	10RC400	\$822.70	\$822.70	\$822.70
	10-R0300244	10-BAACOTRAVEL	10RC400	\$351.00	\$351.00	\$0.00
	10-R0300248	10-BAACOTRAVEL	10RC400	\$527.00	\$527.00	\$0.00
Result				\$1,376.49	\$1,376.49	\$1,883.19
NORWOOD ROBERT L	10-R0300252	10-AAACOTRAVEL	10RC400	\$14.15	\$14.15	\$712.15
	10-R0300286	10-BAACOTRAVEL	10RC400	\$0.00	\$0.00	\$0.00
	10-R0300284	10-BAACOTRAVEL	10RC400	\$599.00	\$599.00	\$599.00
	10-R0300382	10-BAACOTRAVEL	10RC400	\$347.48	\$347.48	\$347.48
	10-R0300348	10-AAACOTRAVEL	10RC400	\$755.00	\$755.00	\$0.00
057990	10-TRAVEL			\$146.20	\$146.20	\$0.00
Result				\$1,885.95	\$1,885.95	\$1,648.45